

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Bridge Inspection Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs scheduled inspections of the city's bridges, overpasses, underpasses and culverts to ensure compliance with Federal Bridge Inspection Standards. Performs hands-on inspections with various equipment to measure deficiencies. Submits written reports to the proper officials. Recommends and prioritizes repair activities to the Design Division and the bridge maintenance supervisor. Also responds to emergencies by removing snow, ice and storm damage debris.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs physical inspections of bridges by walking onto and underneath bridges, navigating confined spaces, wading through culverts with hip/chest waders, and using equipment to test, measure, photograph and record any deficiencies.
2	S	Prepares and submits reports to officials by reviewing construction plans, bridge files, and reports, and using computer software to record changes in current inspection findings.
3	L	Performs visual inspections with binoculars and any other necessary equipment by noting intermediate changes in deficient areas affected by weather or temperature changes.
4	S	Assigns repair activity by providing direction to the bridge maintenance supervisor for recommended repairs, preparing weekly and monthly scheduling reports to track work, and attending meetings with department personnel.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience as Bridge Inspector or Maintenance Supervisor.
Certifications and Other Requirements	Valid Driver's License, Bridge Inspection Certification., FHWA Safety Inspection of In-Service Bridges, FHWA Engineering Concepts for Bridge Inspectors
Reading	Work requires the ability to read blueprints, technical reports, inspectors training manual, correspondences, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write field notes, technical notes and bridge reports.
Managerial	Managerial responsibilities include scheduling inspections and repairs, presentations, and meetings with inter-departmental personnel.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During physical bridge examinations and inspections
Sitting	F	Computer, desk work
Walking	F	During physical bridge examinations and inspections
Lifting	R	Equipment
Carrying	R	Equipment
Pushing/Pulling	R	Equipment
Reaching	O	Testing bridge components
Handling	O	Testing bridge components
Fine Dexterity	O	Computer keyboard, calculator, navigating around bridge elements
Kneeling	O	Navigating around bridge elements
Crouching	O	Navigating around bridge elements
Crawling	R	Through box grinder access doors
Bending	O	Navigating around bridge elements
Twisting	O	Navigating around bridge elements
Climbing	O	Navigating around bridge elements
Balancing	O	Navigating around bridge elements
Vision	C	Computer, desk work, navigating around bridge elements, examinations and inspections
Hearing	C	Telephone, giving instruction, co-workers, staff, meetings
Talking	C	Telephone, giving instruction, co-workers, staff, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, lift truck, bucket truck, bridge snooper, boats, 35mm camera

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	X
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

(1)

(2) Bridges

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, goggles, safety harness, life jacket, traffic vest, cones, signs

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)